



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.
Director

ROBIN KAY, Ph.D.
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

January 9, 2014

TO: Each Supervisor
FROM: *Robin Kay for*
Marvin J. Southard, D.S.W.
Director

SUBJECT: **NOTIFICATION OF INTENT TO EXPEND FUNDS FOR THE ENGLISH
HOPE AND RECOVERY CONFERENCE**

This memorandum is to notify your Board of the Department of Mental Health's (DMH's) intent to exercise the delegated authority granted by your Board to the Director of Mental Health (Director), or his designee, to execute an agreement with Almansor Court, Inc. This agreement will confirm facility rental fees and catering services for the English Hope and Recovery Conference to be held on April 29, 2014, at an estimated cost of \$32,500.

On July 12, 2011, your Board adopted a Board letter which delegates authority to the Director, or his designee, under Recommendation No. 4, to sign substantially similar agreements with similar conference sites for catering services for five subsequent annual Hope and Recovery: Empowering Our Lives Conferences through Fiscal Year 2015-16, at a contract amount not to exceed \$55,000, which is subject to review and approval as to form by County Counsel and notice to your Board and Chief Executive Office.

DMH has verified Almansor Court's vendor status and its capability to host a conference for approximately 500 guests.

If you have any questions or concerns, please contact me, or your staff may contact Angel Baker, Administrative Manager, Program Support Bureau, at (213) 738-4105.

MJS:RK:DM:AB:gt

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel
Mental Health Deputies
Robin Kay, Ph.D.
Kimberly Nall
Dennis Murata, M.S.W.
Angel Baker
Richard Kushi